

**SUSTAINABLE BURBANK TASK FORCE  
NOVEMBER 16, 2009 MINUTES**

**I. CALL TO ORDER:**

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Meeting Room, 200 North Third Street, on the above date. Mr. Jef Vander Borght, Vice Chair, called the meeting to order at 4:38 p.m.

**II. ROLL CALL:**

**Members Present:**

Jeff Catalano  
Nicholas de Wolff  
Geoffrey Folsom  
Emily Gabel-Luddy  
Della Hardy  
Mark Hardyment  
Wendy James (Chair)  
Maureen Kellen-Taylor  
Cynthia La Camera  
Ken Lewis  
Lisa Rawlins  
Joel Shapiro  
James Smith  
Sharon Springer  
Jef Vander Borght (Vice-chair)

**Members Absent:**

None

**Council Members and Staff Present:**

Dave Golonski – Council Member, City Council  
Bonnie Teafora - Public Works Director, Public Works  
Sherry Richardson - Administrative Officer, Public Works  
Jeanette Meyer - Marketing Manager, Burbank Water & Power  
Greg Herrmann - Interim Community Development Director, Community Development Department  
Jan Bartolo - Deputy Director, Park, Recreation & Community Services  
Johnathan Frank – Administrative Officer, Park, Recreation & Community Services  
David Kriske – Principal Planner, Community Development Department  
Tracy Steinkruger - Senior Planner, Community Development Department  
Cory Wilkerson – Assistant Transportation Planner, Community Development Department  
Jacqui Batayneh - Recording Secretary, Public Works

**III. ORAL COMMUNICATIONS:**

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

Public: None

A. Task Force Members:

Ms. Springer distributed business cards from Burbank Green Alliance (BGA) and informed the Task Force that the BGA, a nonprofit organization that assists the City in promoting sustainability and is sponsored by the City of Burbank Public Works, was accepted as a project of Community Partners. Ms. Teaford stated that the Burbank Green Alliance will be an agenda item for the next scheduled Task Force meeting.

B. Staff:

Ms. Teaford informed the Task Force that tonight will be Mr. Shapiro's last meeting as a Task Force member. Mr. Shapiro will be the new superintendent for the South Pasadena School District. Ms. Teaford will ask Dr. Jolly, Burbank Unified School District Superintendent, to appoint a new representative to the Task Force. Ms. Teaford reminded all in attendance that on November 24, 2009, BWP is scheduled to present three water saving programs at the City Council meeting. Also on the November 24, 2009, City Council agenda is the appointment to the Olive Avenue Streetscape Subcommittee.

Mr. Golonski informed the Task Force that he traveled to Utah with representatives from BWP for the commissioning of a wind tower that will produce a significant portion of electricity for the City of Burbank.

**IV. APPROVAL OF MINTUES:**

It was moved by Ms. Rawlins to approve the minutes from the October 19, 2009 meeting and seconded by Ms. Gabel-Luddy. The motion was approved by all present.

**V. 2010 MEETING CALENDAR:**

The Task Force discussed revising the regularly scheduled SBTF meetings in January and February due to legal holidays. The Task Force agreed to schedule January's meeting on Wednesday, January 20, 2010, and February's meeting on Wednesday, February 17, 2010. The 2010 Task Force meeting calendar is attached as part of these meeting minutes.

**VI. CITY OF BURBANK BICYCLE MASTER PLAN – PUBLIC REVIEW DRAFT:**

Cory Wilkerson, Assistant Transportation Planner, Community Development Department, gave an overview of the draft Burbank Bicycle Master Plan, which is attached as part of these meeting minutes. Mr. Wilkerson indicated that the draft Bicycle Master Plan describes future and planned bicycle facilities, existing facilities that are available, and outlines goals and objectives for the future. Mr. Wilkerson stated that one of the primary goals of the draft Bicycle Master Plan update is to pursue outside funding sources in order to fund bicycle facilities classified as 1) bicycle paths, 2) bicycle lanes, and 3) bicycle routes. Mr. Wilkerson indicated that the draft update proposes a new classification of bicycle facility that uses traffic calming improvements in order to provide safety for the cyclist. Mr. Wilkerson stated that the Plan's goal is to improve bicycle access in neighborhoods and communities using the City's existing infrastructure. Mr. Wilkerson indicated that community outreach meetings will be held to present ideas and gather feedback in order to build bicycle boulevards that meet the individual needs of each community or neighborhood. Mr. Wilkerson gave a summary of the following items in the Plan's toolbox: auto speed reduction, traffic islands, auto traffic reduction, crossing streets with bicycles, median refuges, high visibility zebra crosswalks, markings, and signage. Other elements of the Plan include educational programs to teach bicycle safety, bicycle workshops, and bicycle recycling. Mr. Wilkerson informed all in attendance that [burbankbike.org](http://burbankbike.org) provides bicycle

maps and bicycle information for the public. The Task Force engaged in discussion at the conclusion of the presentation and expressed the importance of bicycle awareness, community outreach, and bicycle path continuity throughout the City.

## **VII. FOCUSED DISCUSSION – URBAN NATURE THEME:**

Jan Bartolo, Deputy Director, Park, Recreation & Community Services, gave a brief presentation on Action Item 10 – Parks. Ms. Bartolo distributed a color coded map of parks and schools in the City of Burbank, which is attached as part of these meeting minutes. Ms. Bartolo indicated that Park, Recreation & Community Services recently opened Robert Ovrom Park and is in the process of completing an open space parkland dedication project at the apex of the Burbank Blvd. and Victory Blvd. intersection. Ms. Bartolo indicated that the City is also in the process of creating a walking path and greenscape adjacent to the flood control channel at the Alameda corridor. Tracy Steinkruger, Senior Planner, Community Development Department stated that she will be working on updating the City's open space element and will be working closely with Park, Recreation & Community Services to find opportunities for providing green space in the City. The Task Force engaged in discussion following the presentation.

Ms. Bartolo also gave an overview of Action Item 11 – Trees. Ms. Bartolo indicated that Park, Recreation & Community Services utilized an outside consultant to perform an inventory of existing canopy coverage in the City, and established a goal based on ecological and community consideration to plant and maintain canopy coverage in not less than 50% of all available sites. Ms. Bartolo stated that the existing street tree canopy covers 19.8% of the total sidewalk and street area of Burbank. Ms. Bartolo indicated that an in house committee, along with a consulting arborist, reviewed and revised existing forestry documents. Ms. Bartolo stated that the final document, approved by the City Council in June 2008, reflects the economic benefits of planting larger mature street trees and maintains species diversification and adaptability of species to its environmental conditions. Ms. Bartolo indicated that Parks, Recreation & Community Services continues to increase the City's shade tree canopy and works diligently to preserve and protect the valuable urban forest. A discussion by the Task Force followed the presentation.

Tracy Steinkruger, Senior Planner, Community Development Department, gave a brief presentation on Action Item 12 – Habitat Corridors. Ms. Steinkruger indicated that the natural areas in Burbank able to support habitat corridors are in the undeveloped portions of the Verdugo mountains. The land use element of the General Plan designates undeveloped portions of the Verdugo Mountains as mountain reserve land, which provides protection of the hillside area while still allowing the public recreational access. Ms. Steinkruger stated that construction in the hillside area is subject to special standards and discretionary approval processes to ensure maintenance of the hillside area and preservation of the native landscape. The Task Force engaged in discussion following the presentation.

## **VIII. SUBCOMMITTEE REPORTS:**

- A. Ms. Teaford indicated that she will be providing City Council a status report on the progress of the Sustainable Burbank Task Force in February.
- B. Ms. Rawlins, on behalf of the Public Outreach Subcommittee, reported that the subcommittee has been working with Keith Sterling, Public Information Officer, on how to better communicate with the public through the City's website. Ms. Rawlins indicated that the subcommittee has been working on creating a statement of purpose for the Sustainable Burbank Task Force that focuses on making sustainability acceptable,

understandable, and tangible to the public. The Task Force members discussed the following draft mission statement:

**Live in a respectful and responsible way that preserves the Earth and its people.  
Use only what you need to protect future generations.**

Ms. Rawlins stated that a committee from the Burbank's Chamber of Commerce was recently formed so that the business community can work with and complement the sustainability efforts of the Task Force.

- C. Mr. de Wolff, on behalf of the Transportation & Urban Design Subcommittee, reported that subcommittee members attended a City Council meeting and various other City meetings. Mr. de Wolff noted that there is some opposition to certain mobility issues due to a lack of awareness regarding initiatives of existing programs that have proven to be very beneficial to the City. Mr. de Wolff stated that the subcommittee met with David Kriske, Principal Planner, Community Development Department and his staff to provide feedback on the draft Bicycle Master Plan. Mr. de Wolff indicated that the subcommittee is hopeful that their input, as well as the feedback from today's Task Force discussion, will be integrated and absorbed into the final Bicycle Master Plan. Mr. de Wolff informed the Task Force that the Bicycle Master Plan and the Verdugo Avenue Restriping will be on the City Council agenda on December 15, 2009, and encouraged all Task Force members to attend.

Mr. Golonski suggested that the Task Force schedule a Study Session with the City Council in February 2010 to discuss Task Force recommendations. Ms. James asked Ms. Teaford to arrange the Study Session on behalf of the Burbank Sustainable Task Force.

**IX. ADJOURNMENT:**

The meeting was adjourned at 7:37 p.m. The next regularly scheduled meeting will be held on Wednesday, January 20, 2010, at 4:30 p.m. at the Burbank Police Department Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teaford, Public Works Director  
BT: jb

\*Attachments:

2010 Meeting Calendar  
City of Burbank Park Map  
2009 Draft Bicycle Master Plan